

INDUSTRY PROCESS GROUP

DATE	10 January 2024
TIME	14:00 – 16:00
LOCATION	Teams
CHAIRPERSONS	Tom Merritt (TOTSCo), Jack Abbotts (OTA2)
MEMBERS PRESENT	Seng Lee (TalkTalk), Niall Gillespie (BT), Hema Kariyappa (Vodafone), Mike Locke (INCA), Mark Delo (NowYoYo), Mel Buckley (VMO2), David Stubbs (VMO2), Joe Karthaus (Truespeed)
MEMBERS ABSENT	Frank Manning (Digital Infra), James Warner (Full Fibre), Victoria Hansford (KCOM), Paddy Paddison (Wildanet), David Stewart (Sky), Marcel Horst (CWP),

AGENDA ITEMS

- 1) UPDATE ON OUTSTANDING ACTIONS
- 2) REVIEW OF UPDATES MADE TO MATCHING GUIDE (PLEASE SEE UPDATED DOCUMENT ON SHARE POINT)
- 3) CONTINUATION OF REVIEW OF REMAINING TOPICS FOR GROUP CONSIDERATION.

MINUTES/NOTES

AGENDA ITEM	1
DISCUSSION POINT	Update on various documentation tasks Update on outstanding actions
CONCLUSION/ RECOMMENDATION	TOTSCo gave overview of outstanding actions: Confirmed publication of v1.0 of Number Porting guide, provided and gained agreement in principle to brand field in mapping directly to the directory, post implementation review process to be discussed and agreed, self ping and inter CP ping to check hub and CP functionality discussed
ACTION	TOTSCo to obtain screenshots/full details of brand to directory mapping process for further review Group to suggest priorities for post implementation review process Group to consider raising CR to separate self and inter pings from general volumes data. Self pings excluded by destination and source being identical, inter pings being excluded by another envelope method, possibly Audit data
AGENDA ITEM	2
DISCUSSION POINT	Review of updates made to Matching Guide (please see updated document on share point)
CONCLUSION/ RECOMMENDATION	Group began walkthrough of suggested updates to the matching guide, focusing on failure scenarios and when to resolve to an exceptions process
ACTION	Group to continue review of document Group members to consider wording around use of exceptions process

AGENDA ITEM	3
DISCUSSION POINT	Continuation of review of remaining topics for group consideration.
CONCLUSION/ RECOMMENDATION	Time expired before item was discussed
ACTION	

	Upcoming Group Actions/Agenda
Open Points	<ul style="list-style-type: none"> - MATCHING GUIDE UPDATES TO BE REVIEWED - ACPID COVER SHEET TO BE AGREED - GROUP TO CONSIDER TOPICS FOR FURTHER GUIDANCE

Glossary

OTS = One Touch Switch

CP = Communications Provider

OTA2 = Office of the Telecommunications Adjudicator

TOTSCo = The One Touch Switching Company Ltd

Industry Process (or "IP") = OTS Industry Process. The latest version can be found at <https://totsco.org.uk/process-technical-documents/>

Change Control Process: the process governing changes to the OTS Industry Process, which can be found at <https://totsco.org.uk/process-technical-documents/>